

S E C R E T

1 November 1963

SUBJECT: Mission and Functions of Headquarters
Training, Operations School

A. Mission

Headquarters Training, Operations School, conducts courses at Headquarters in advanced and specialized clandestine operations, techniques and operational support for the Clandestine Services except those concerned with special techniques and Anti-Communist operations. This instruction is given in the form of either formal

Operations, Information Reporting, Reports and Requirements, Information Reports Familiarization, Records Officers, Administrative Procedures, Budget and Finance Procedures, Operations Support, and Travel Procedures.

B. Functions

Under the direction of the Chief/Headquarters Training the Operations Faculty and Operations Support Faculty shall:

(1) Identify in collaboration with appropriate DDP and Office of Training officials, requirements for training Clandestine Services personnel at the intermediate and advanced levels.

(2) Supervise and participate in the establishment, presentation, and improvement of courses on the aforementioned subjects.

(3) Maintain continuous contact with appropriate DDP elements for the purpose of keeping current on the latest operational policies, methods, and techniques.

(4) Conduct formal and/or tutorial courses to meet the requirements of DDP and make appropriate training evaluations on the students who receive such instruction.

(5) Support as required other elements of OTR in the conduct of training courses which are not the responsibility of H/OS, such as [REDACTED]/OTR, C/OS, IS/OTR and [REDACTED]

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Chief, Headquarters Training

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